



MINUTES
Glenn County Information Services
Coordinating Committee

WEDNESDAY, February 17, 2016

Present: Ed Lamb, Finance Rich Warren, Sheriff Jim Umenhofer, MITCS
 Dwight Foltz, BOS Dawn Mayer, DCSS Tyler Smith, MITCS
 Wyatt Acheson, HHS Marcie Skelton, Ag/Air David Jensen, MITCS (via phone conf.)
 Di Aulabaugh, PPWA Jolene Swanson, PPWA

CALL TO ORDER: Mr. Lamb confirmed a quorum and called the meeting to order at 10:40 a.m.

1. Minutes

Matter: Approve Minutes of January 20, 2016
Documents: Minutes of January 20, 2016
Proceedings: Motion by Dwight Foltz to adopt minutes as presented, second by Marcie Skelton
Order: Approve Minutes of January 20, 2016
Vote: Unanimous

2. Unscheduled Matters and Public Comment

Proceedings: Dawn Mayer reported speaking with the State Child Support Services. DGI assumed that County Child Support Services was on the County Network and thus included in the phone system project. Dawn is working with Bill Caloia at MITCS on option to tie into County. DGI was sent a schematic for FIT (higher standard), requiring a second data drop with estimated cost of \$35K that is not budgeted. There may be disconnected (black) fiber that can be used for this option to expedite and allow move with Countywide project. Other options are to stay with antiquated system or start new account with AT&T. In either case the State would be paying all costs. After providing this report Ms. Mayer exited meeting @ 10:45am.

Budget

Matter: 2017 Data Processing ISF Allocation & Estimates
Documents: None
Proceedings: Ed Lamb reported review of ISC budget at mid-year, some savings.

Matter: County Website Upgrade: Explore implementation in 2016 with Midyear savings
Documents: None
Proceedings: Ed Lamb reported upgrade cost of approximately \$33K was to be presented to Board of Supervisors (BOS) after confirming that cost was within budget allocation.

3. Best Practices / Policies

Proceedings: Ed Lamb stated one such practice might be, "Coming to Meetings".

4. Department & MITCS Report

Matter a: Countywide Phone System Project Status
Documents: Budget printout
Proceedings: Ed Lamb reported there is just over \$10K remaining on DGI contract and just over \$6700 remaining on Cisco for installation. Di Aulabaugh reported that phones have been delivered and are being programmed. Still couple weeks out to install server.

Matter b: PPWA Software Training Series
Documents: None
Proceedings: Tyler Smith reported that Microsoft's WORD 2013 software will be presented on February 25th in the Board's Conference Room from 9am to Noon. Ed Lamb inquired as to why he has to reboot each morning and allow MS Office to go through a reconfiguration. David Jensen responded he will get right on that as this should not be happening.

Marcie Skelton exited meeting at 10:50am.

Matter: Receive reports from MITCS and Departments
Documents: MITCS Project Status, Schedule and Statistics Report
Proceedings: Jim Umenhofer and Tyler Smith presented the monthly summary report. Richard Warren reported Sheriff's department phone equipment has been ordered with estimated delivery of February 26th, will schedule work once equipment has arrived. Ed Lamb reported DOF to go live with Megabyte March 1 and One Solution June 1.

5. Call for Agenda Items for Next Meeting

Consensus was to roll forward standing items plus website upgrade and phone system project.

6. ClearIT (MITCS) Review

Matter: MITCS support services
Documents: None
Proceedings: None heard.

7. Next Scheduled Meeting

March 16, 2016 at 10:30 a.m.
Board of Supervisors Conference Room
Willows Memorial Hall

Meeting adjourned at 11:06 a.m.

~Respectfully prepared and submitted by Jolene Swanson, Planning & Public Works Agency~